

Request for Search

Use this form if you did not find your name in the advertisement or you believe that you have a legal right to claim property listed in another person's name.

Your name and address: _____

Telephone number: _____

Name to Search: _____
First Middle Last

Business

Social Security Number or Federal Employer Identification Number to Search: _____

Your relationship to this individual: _____

Former Address of this individual: _____ Former Address of this Individual: (2)

Was the individual's name advertised? _____

If the owner is deceased and you have a legal right to property that we may be holding in their name, complete the section below.

Was an estate established for this deceased individual? _____

Is the estate open or has it been closed? _____

If it is open: Who is the Administrator (rix) or Executor (rix)? They will have to claim this account.

Name _____ telephone _____

Address _____

If the estate is closed: What documents show how the estate was distributed? _____

Are you listed as an heir on this document? _____

If no estate was filed: Was the individual married at the time of death? (to whom?) _____

Is the spouse still living? _____ Did they have children? (list) _____

Are the children still living? _____

Step-children? (list) _____

Are the step-children still living? _____

If special circumstances, please list. _____

In approximately 90 days from the receipt of this request, we will notify you in writing of the findings of our search.

If You Don't Find Your Name In This Advertisement But Would Like Us To Search Our Entire Database Free Of Charge..... Or You Believe You Have The Legal Right To Claim Property Listed in Another Person's Name

1. Complete the Request for Search Form.
2. Mail the request to us at the following address:

**Office of the State Treasurer
Unclaimed Property Division
Post Office Box 3318
Charleston, West Virginia 25301**

What Will Happen?

1. Once we receive your search request, we will send you an inquiry form requesting specific information or a letter stating we did not locate any property belonging for you. You must be the owner or a legal
2. representative of the owner to request a search.
3. If you receive an inquiry form, you will need to send us the information we requested. This information is necessary for us to determine if you have the legal right to the property. A typical inquiry form requests that you sign the affidavit before a notary and provide a copy of your social security card and your driver's license. Additional documentation may be requested if we cannot determine your rights to claim the property.
4. We will approve or deny your claim for the property.
5. **We will send you your property!**

How Long Will It Take?

1. You will receive correspondence from us within 90 days.
2. We can take no further action until the requested information is received by us.
3. We will approve or deny your claim within 90 days from the date all information has been received. You will receive correspondence from us in either case.
4. If your claim is approved, you should receive cash property within 30 days. **Note:** Other types of property such as securities and tangible items may take longer than 30 days.